



Listing Change Form

Property Address: _____ Date: _____
 Office Name: _____ Office Code: _____
 Agent Name: _____ Phone #: _____
 MLS ID: _____ MLS #: _____

Change Type

The following changes require the Owner and Broker or Sales Associate signatures and signature dates.

- Price Change Was \$ _____ Now \$ _____
- Expiration Date Change Was _____ Now _____
*Broker Signature Required to shorten
- Change status to TEMP
Temporarily off Market
- Change TEMP status to ACTIVE
- Change status to WITHDRAWN
Withdraw a listing from MLS. Contractual obligations still in force.
- Change WITH status to ACT
- Change status to CLOSE
*Sales information needs to be completed
- Change WITHDRAWN status to CANCELLED
Broker/Manager function only.
- Change status to CANCELLED
All contractual obligations terminated.
Broker/Manager function only.
- Change status to UNDER CONTRACT
*Sales information needs to be completed
- Change status to UNDER CONTRACT - SHOW
*Sales information needs to be completed
- Return UNDER CONTRACT to ACTIVE
Transaction fell through
- Return UNDER CONTRACT - SHOW to ACTIVE
Transaction fell through
- Change EXPIRED status to ACTIVE
(Listing agent may modify exp. date and change EXP status to ACT status within 3 days of EXP date)

Sales Information

Contract Date: _____ Proposed Close Date: _____ Close Date: _____
 Gross Sale Price \$ _____ Selling Agent Name _____ Selling Agent ID: _____

The undersigned, being owner(s) of the above property, authorize these changes which become a part of the original listing agree-

Seller's Signature: _____ Date: _____
 Address: _____
 Seller's Signature: _____ Date: _____
 Address: _____
 Sales Associate Signature: _____ Date: _____
 Broker's Signature: _____ Date: _____

